



**BSO Tutorial for Tax Year 2004**

# Create Forms W-2c Online

Contains the following lessons:

- [Create Forms W-2c Online](#)
- [Download Submitted W-2cs](#)

## Lesson 1: Create Forms W-2c Online

Follow the instructions below to create up to 5 Forms W-2c online.

**Step 1:** Point your browser to the Business Services Online Welcome page:  
[www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Step 2:** Select the **Login** link on the Business Services Online Welcome page. The system displays the General Login Attestation page.

**Step 3:** Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

**Step 4:** Enter your PIN and password.

**Step 5:** Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

**Step 6:** Select the **Enter Forms W-2c for Tax Year 2004** link. The system displays the Wage Reporting Attestation page.

**Step 7:** Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2c Online Information for Tax Year 2004 page.

**Step 8:** Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.

**NOTE:** The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

**Step 9:** Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2c Online Employer Data for Tax Year 2004 page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home Page.)

**Step 10:** Enter your employer information. If you are filing for your own company, the system automatically populates this information.

NOTE: All fields marked with an asterisk (\*) must be completed.

**Step 11:** Select the **Continue** button. The system displays the W-2c Online Form W-2c for Tax Year 2004 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)

**Step 12:** Enter the corrections to the W-2 data in the appropriate boxes. Do not fill in the fields that were reported correctly the first time you filed Form W-2.

**Step 13:** Select the **New W-2c** button to save this W-2c information and create another W-2c. Otherwise, select the **Done** button to save this W-2c information and proceed to the W-2c Online Data Review for Tax Year 2004 page. You may also select the **Cancel** button to delete entries made to this W-2c.

NOTE: You can enter a maximum of 5 W-2cs. When entering your 5<sup>th</sup> W-2c, the system no longer displays the **New W-2c** button.

**Step 14:** After you select the **New W-2c** button or the **Done** button, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select the **Done** button or the **New W-2c** button to proceed to the W-2c Online Data Review for Tax Year 2004 page.

**Step 15:** Select the **View/Edit** button next to the appropriate record to view or edit the W-2c data. If you want to delete the W-2c data, select the **Delete** button next to the appropriate record.

**Step 16:** Select one of the following options:

**New W-2c** button allows you to create another Form W-2c. This option will not be available if you already have five Forms W-2c.

**Edit Employer Info** button allows you to modify information on the Employer Data page.

**Go to W-3c** button allows you to access the Form W-3c. See [Step 17](#) for information about the **Go to W-3c** button.

**Quit** button allows you to exit this session without saving any of your data.

**Step 17:** Select the **Go to W-3c** button. The system displays the W-2c Online Form W-3c for Tax Year 2004 page for your review.

**Step 18:** Select one of the following options:

**Submit Corrected Wage Report** button to submit your corrected wage information. Go to [Step 19](#) for more information.

**Print Corrected Wage Report** button to print or preview your corrected wage report prior to submitting it to SSA. Go to [Step 23](#) for more information.

**Return to W-2c Data Review Page** button to edit your data. Go to [Step 28](#) for more information.

**Step 19:** Select the **Submit Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to submit the corrected wage report. The system displays the W-2c Online Receipt Acknowledgement for Tax Year 2004 page.

**Step 20:** Right-click the file link to save the wage file.

**Step 21:** Select the **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)

**NOTE:** You can download your submitted corrected wage file for up to 30 days after the submission date by using the [Lesson 2: Download Submitted W-2cs](#) feature.

**Step 22:** Select the **Continue** button. The system displays the W-2c Online Thank You page.

**Step 23:** Select the **Print Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to print the corrected wage report. The system displays the W-2c Online Report Print page.

NOTE: If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting "[follow this link](#)" near the top of the page.

**Step 24:** Select the **Print Preview** link. The system displays the compiled Forms W-2c and W-3c.

**Step 25:** Select **File>Print** from the menu bar or select the **Print** icon from the tool bar to print your Forms W-2c and W-3c.

**Step 26:** Select **File>Close** on the menu bar after printing to close the window. The system returns you to the Print Preview page.

**Step 27:** The options on the Print Preview page allow you to submit your corrected wage file to SSA, return to the W-3c page, return to the W-2c Online Data Review page, save your data, or quit without saving your data.

**Step 28:** Select the **Return to W-2c Data Review Page** button on the W-2c Online Form W-3c for Tax Year 2004 page to edit your W-2c data. The system returns you to the W-2c Online Data Review for Tax Year 2004 page.

## Lesson 2: Download Submitted Forms W-2c

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.

NOTE: Submitted wage files are available for 30 days or until December 31, whichever comes first.

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**Step 2:** Select the **Login** link on the BSO Welcome page. The system displays the General Login Attestation page.

**Step 3:** Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

**Step 4:** Enter your PIN and password.

**Step 5:** Select the **Login** button to display the main menu. The system displays the Wage Reporting Attestation page.

**Step 6:** Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the BSO Home Page.

**Step 7:** Select the **Download Submitted W-2cs** link. The system displays the W-2c Online Download for Tax Year 2004 page with previously submitted Wage Statements.

**Step 8:** Right-click the WFID link you wish to download.

**Step 9:** Select the **Save Target As** option from the browser menu to download the file onto your computer.

**Step 10:** Select the **BSO Home Page** link to return to the BSO Home Page.